

# State Wildlife Grant Application

## Pre-proposal Project Guidelines

The pre-proposal package should include a minimum of 5 pages and can have a maximum of 8 pages if needed. The additional 4 pages may include up to 2 additional pages of CV/resume materials for the key personnel (1 page or less per person) and a 1 page map. The required 5 pages should include the title page, up to 2 pages of project description, a 1 page CV or resume for the Principal Investigator, and a 1 page budget with description of any in-kind contributions, as outlined below:

### I. Title Page:

- a. State: Iowa
- b. Program: State Wildlife Grants Program
- c. Grant Title: (Descriptive title  $\leq$  15 words)
- d. Contact Information:
  - i. Contact Name (Project Leader)
  - ii. Organization
  - iii. Title
  - iv. Address
  - v. Phone
  - vi. E-mail
- e. Project Partners: (List all organizations involved with the project. Be sure to clarify their roles in the Approach Section of the application).
- f. SWG Funding Request: (The total amount of federal funds requested)
- g. Provided Match Amount: (The total amount of organization's match)
- h. Project Duration:  
Start Date:  
End Date:

### II. Two-page (maximum) project description including:

- a. Project Summary:  
This section should be  $\leq$  200 words. Provide a brief summary of the purpose, justification, expected results, benefits, and general approach proposed for the project.
- b. Problem and Need:  
The section should be  $\leq$  500 words. Describe the purpose of the project and the relevance to the Iowa Wildlife Action Plan (IWAP). Link the relevance of the project to the IWAP. What problem(s) will be addressed? Describe implications (if any) of not funding the project.
- c. Objectives:  
What will be accomplished for the stated need? Each objective should be stated separately. Detail what is to be accomplished. Outline methods to ensure meeting the objectives. Include how each objective will be approached and evaluated.

d. Expected Results and Benefits:

This section should be  $\leq 250$  words. What will be the results or benefits of conducting the project? How will the project benefit the SGCN, their habitat(s), or the citizens of Iowa? List all species and habitat(s) that will benefit.

e. Timeline:

Describe the timeframe for completing the project. Field component (i.e. funding for project) may not exceed 3 years.

f. Will this project implement recommendations from an existing conservation plan or from a previous SWG-funded project? If yes, please refer to plan or previous SWG project and explain.

g. Estimated Cost:

(Example table for this section):

Federal Funding Fiscal Year Budget Table:

Year	Federal SWG Request <sup>1</sup>	Non-federal Match from partner(s) <sup>2</sup>	Total per Year
FY11 (October 2010-September 2011)			
FY12 (October 2011-September 2012)			
FY13 (October 2012-September 2013)			
Total			

<sup>1</sup>Must be  $\leq 50\%$  of total costs for implementation projects.

<sup>2</sup>If in-kind contributions are used as non-federal match, please describe *in detail in section V* how the value for those items/services are determined and provide a justification of their use.

III. Location:

Where will the work be performed? This section can either be included in the text of the 2 page description OR can be attached as an additional page as a map of potential field locations.

IV. Project Partners:

Describe key personnel and their role(s) in the project. Identify universities, consultants, cooperators, and others. Briefly describe the qualifications of key personnel – this can be attached as a 1 page resume/CV for each key person if needed.

V. Budgets (Should not exceed 1 page):

The budget should be in table format and must clearly reflect the objectives, approach, and schedule sections. Any in-kind contributions need to be clearly explained as outlined below. It is understood that the budget may change slightly between the pre-proposal and full proposal stages, but changes inflating the requested funds by more than 10% will disqualify a full proposal.

a. Full Budget:

Remember, this is a federal fiscal year (October 1 through September 30). The format below is recommended:

Category	SWG 2010	Match 2010	SWG 2011	Match 2011	SWG 2012	Match 2012	SWG total	Match total
Salaries								
PI (X% of time)								
Graduate Student								
Hourly techs (#hrs x \$/hr)								
Benefits								
PI (X%)								
Grad Student (X%)								
Hourly techs (X%)								
Tuition								
Contracted Services <sup>1</sup>								
Travel								
Vehicles & Gas								
Materials & Supplies								
Equipment <sup>2</sup>								
Other Direct Costs								
Total Direct Costs								
Indirect Costs								
Total Project Costs								

<sup>1</sup>If services will be contracted, please explain and justify what will be done and who will be conducting the service.

Example:

Explanation of Contractual Services: Feather samples will be sent to ABC DNA Services for SSR analysis. This will allow the graduate student to ..... ABC DNA is the company of choice for this species (personal communication, QWE researcher, RTY University). Estimated costs are \$7 per sample and 200 samples = \$1,400.

<sup>2</sup>Equipment includes non-perishable items (e.g. computers, vehicles, boats, etc.) Please note that equipment purchased under the SWG will need to be returned to IDNR upon completion of the project.

b. In Kind Contribution Table Examples:

Example 1:

In Kind Contribution Detail: The partner's match for this project will be calculated by multiplying the 2004 budget expenditures by the percentage of program time needed to produce grass seed.....Match applied to this grant will be for seed actually planted during the project period (e.g. the value for seed planted in 2005-2006 will be determined by the number of pounds of seed planted annually on project sites multiplied by the value per pound in the following table):

	Expenditure	% time	= % expenditure	PLS lbs	\$/lb
Grass seed	\$279,551	0.423	\$118,250	25000	\$4.73

Example 2: Volunteer position (# hrs \* \$ wage/hr) = Salary contribution.